



## South Bend Community School Corporation

Dr. Kenneth Spells, Superintendent

### Office of Education, Curriculum & Instruction

Dr. Kay Antonelli, Assistant Superintendent Curriculum & Instruction

Dr. Alexander Brandon, Director of CTE and High Schools

Mrs. Karla Lee, Director of Intermediate Centers

Dr. Wendy Folk, Director of Primary Centers

### Progress Report and Report Card Schedule & Administrative Notes

**2017 – 18**

<u>Quarters</u>	<u>Progress Reports Sent Home</u>	<u>Grading Period Report Cards</u>	<u>Report Card Distribution</u>
<b>1<sup>st</sup> Quarter</b> (44 days) <i>Aug. 16-Oct. 17</i>	<b>Thursday, September 21</b> All grades intended for the progress report must be entered in the gradebook by 3:00pm on (Mon.) 9-18-17.  (See additional administrative notes)	<b>August 16-October 17, 2017</b> Grades due: October 24-3:00pm	<b>October 26, 2017</b> <b><u>Parent/Teacher Conferences *</u></b> PCs - 3:30 – 6:30pm ICs & HSs - 4:00 – 7:00pm  (See additional administrative notes)
<b>2<sup>nd</sup> Quarter</b> (41 days) <i>Oct. 23-Dec. 21</i>	<b>Thursday, November 30</b> All grades intended for the progress report must be entered in the gradebook by 3:00pm on 11-27-17 (See additional administrative notes)	<b>October 23-December 21, 2017</b> Grades due: January 8-3:00pm  (Notification of “possible” PC student retention, see additional administrative notes)	<b>January 11, 2018</b>
<b>3<sup>rd</sup> Quarter</b> (47 days) <i>Jan. 8-Mar. 15</i>	<b>Thursday, February 15</b> All grades intended for the progress report must be entered in the gradebook by 3:00pm on 2-12-18 (See additional administrative notes)	<b>January 8-March 15, 2018</b> Grades due: March 19-3:00pm  (Recommendation for PC student retention see additional administrative notes)	<b><u>Parent/Teacher Conferences</u></b> <b>February 22, 2018</b> ICs & HSs - 4:00-7:00 pm  <b>March 22, 2018</b> PCs - 3:30-6:30pm (See additional administrative notes)
<b>4<sup>th</sup> Quarter</b> (48 days) <i>Mar. 19-June 5</i>	<b>Thursday, May 3</b> All grades intended for the progress report must be entered in the gradebook by 3:00pm on 4-30-18 (See additional administrative notes)	<b>March 19-June 5, 2018</b> Grades due: June 6-3:00 pm  (Final notification of retention- May 24, 2017, see additional administrative notes)	<b>Mailed- Week of June 11, 2018</b>

\* Please note: A decision regarding release time following conferences will be made through contract negotiations prior to December 22<sup>nd</sup>.

## Progress Report and Report Card Administrative Notes

### **Progress Reports:**

All progress report distribution will take place on Thursdays. A district-wide School Messenger will be sent to parents indicating that Progress Reports have been given to students on the Thursdays indicated for distribution.

### **Primary Center October Conference Notes:**

The goal of 100% parent participation in conferences at the PC level comes with an understanding that 3 hours is not enough time to complete all conferences. Teachers and principals are encouraged to work together to provide ample time within the two week window, from October 23<sup>rd</sup> to November 3<sup>rd</sup> to allow for conferences within the teachers' contract day, in addition to the required 3 hour period on 10/26/17. October special education case conferences and SAT/GEIT conferences in which parents participate may also be counted as parent conferences.

### **Primary Center Notices of Retention:**

By January 19<sup>th</sup>, an initial GEIT conference with parents in attendance will provide parents with specific concerns related to student progress, which may lead to retention. Working together, the school and parents will devise a plan of intervention to support the child in the areas of need.

By March 23<sup>rd</sup>, a conference reviewing the previous plan and student outcomes will be held. A recommendation for retention, if needed, will be included in this conference.

By May 24<sup>th</sup>, final written notification of retention will be provided to parents.

By June 1<sup>st</sup>, schools will provide a list of retained students to the Director of Primary Centers on the form provided.

### **February/March Conferences:**

The intent of these conferences is to meet with parents of students who are not making adequate progress, or for parents who desire a conference. The district will provide two letters for each PC, IC, and HS to use in communicating the need for, or parent request for, a conference.